

Fiscal Year 2017
Guidelines
and Application

MINNESOTA AREA
LABOR-MANAGEMENT COMMITTEE
GRANT PROGRAM

MINNESOTA BUREAU OF MEDIATION SERVICES
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INTRODUCTION

Established in 1985, the Minnesota Area Labor-Management Committee Grant Program offers support to new or established Area LMC's which seek to improve labor-management relations and enhance economic development and job creation opportunities. Administered by the Bureau of Mediation Services, the program offers both financial and technical assistance.

Area Labor-Management Committees typically consist of representatives from multiple employers and multiple labor unions within a designated geographic region while Industry LMC's consist of representatives from multiple employer and multiple labor unions in a region or state-wide employment sector. Membership on such Area/Industry LMC's is voluntary, although a membership fee or dues may be assessed. No grant funds will be provided to a committee which bars membership to any employer with unionized facilities within the area or which bars membership by any exclusive bargaining representative of employees employed within the area.

To receive grant funds, committees must have as a goal and purpose the improvement of labor-management relations within the area/industry. Committees may meet this overall goal by engaging in activities designed to improve trust and mutual understanding which are necessary for jointly-established standards of quality and other joint programs between organized labor and management. Grant recipients are strongly encouraged to develop technical and program resources and skills which foster the development and operation of Worksite LMC's among participants in the designated area.

STATUTORY REFERENCE AND AUTHORITY

Minnesota Statutes § 179.81 - 179.85.

GRANT PERIOD AND AMOUNT

Grant Period. All grants are awarded for a twelve month period commencing July 1.

Amount. A maximum grant award for FY2017 has not been determined. The amount of each grant awarded will be determined by the Commissioner after considering the merits, uniqueness and reasonableness of each application, the total funds available in relationship to the total amounts requested, demonstrated record/ ability to meet established goals under previous awards, the usual and customary costs of operating a committee, and the overall purposes and goals of the program.

Ratio of State and Non-State Funds. Regardless of the funds available, no grant will be awarded which would be inconsistent with the following ratio of state and non-state revenues for the committee: (Year 1 is the first year state funds are received under this program; Year 2 is the second, etc.).

	<u>% Non-state Revenues</u>	<u>% State Revenues</u>
YEAR 1	10	90
YEAR 2	20	80
YEAR 3 & Beyond	50	50

GRANT RESTRICTIONS

Labor Negotiations, Grievances, or Disputes. No committee which is funded in whole or in part through this program may engage in activities which are directly related to labor negotiations, contract disputes, or grievance procedures. Violation of this subpart shall be grounds for termination of the grant.

Prior Obligations. No grant monies may be used directly or indirectly to cover costs incurred prior to the effective date of the grant nor to cover costs which are not specifically related to the goals set forth in the application. No "finder's fee" or other form of payment for successful application shall be permitted in conjunction with this grant program.

Delegation or Transfer. A successful applicant may not, in whole or in part, delegate or transfer responsibility for the management of the grant or control and utilization of its funds to any other organization or entity.

GUIDELINES FOR MAKING GRANT APPLICATIONS

The following procedures will be utilized by the Commissioner in receiving and considering Area/Industry Labor-Management Committee Grant applications:

Notice and Deadline. Each year, the Commissioner shall publish a notice of the availability of funds under the grant program in the State Register. An application for an area labor-management committee grant must be postmarked or received by **May 9, 2016**.

Application Form and Purpose. Each application must be on forms available from the Bureau and must include a statement of purpose and a description of the area labor-management committee requesting grant funds. All current committee members and officers must be identified in the application and a brief description of the committee's existing or proposed operating procedures must be included. A copy of the committee by-laws, if adopted, must also accompany the application.

Statement of Goals. The application must include a 1) **a description of the labor-management climate and major issues or problems existing in the committee's area of jurisdiction, as well as the major purpose or goal of the committee in the context of such.** 2) **The goal statement must describe specific changes or outcomes which the committee seeks to accomplish through use of grant**

program funds. Applicants are requested to avoid broad, generic, overly-generalized statements.

Methodology. The application **must include** a description of the approach and methodology to be used by the committee in identifying and solving the problems and achieving the goals identified on the Application for Funding. An implementation plan, must set forth specific and measurable goals and objectives to be accomplished during the grant period along with action steps and a timetable.

Work Plan. Each grant application **must include** a work plan which describes the major work steps to be undertaken by the committee during the grant period in achieving its individual goals and objectives. Work plans should describe each area of substantial program activity contemplated by the committee, the key steps necessary to achieving each program activity, and a time frame for determining progress in each activity area. Grantees are responsible for compliance with their work plans and for advising the BMS of any significant alterations in the goals, objectives or work plans of the committee in their quarterly reports. Written quarterly reports, which describe the progress, problems and revisions in adhering to the work plan, must accompany financial reports conforming to the provisions of Part 5520.0560.

Financial Plan. The application **must include** a two-year financial plan detailing the amounts of revenues and expenditures anticipated, commencing with the year for which the grant is being requested. The plan must identify the total amount of state funding necessary to carry out the committee's goals and objectives and the total monies to be raised from other sources to meet the guidelines of the grant program. The plan **must be** accompanied by a proposed committee budget over the two-year period detailing how all monies, including state grant money, are to be expended. Existing committees must also submit copies of actual financial statements for the two-year period preceding the proposed grant period.

This two-year plan **must include** a detailed revenue and expenditure projection and must comply with the conventions and formats set forth in these guidelines to ensure consideration of the application.

Financial plans and reports must show revenues and expenditures within the following categories. Whenever an element is **expected to exceed \$1000** cumulatively during a calendar year, such items should be listed separately as a subcategory.

REVENUE SOURCES

Federal Funds - List all sources and amounts of federal funds expected to be or actually received as revenue during the period being reported.

State Funds - List all sources and amounts of state funds expected to be or actually received during the period.

Membership Fees - List the number of members and total amount paid or to be paid as membership fees during the period.

Conference Fees - List the gross amount of conference and workshop registration fees collected or anticipated during the period reported.

Private Sector Contributions - List the total amount of other grants or special organizational or individual contributions from other sources during the period, reflecting the name and amount of each contribution in excess of \$500 per year.

Other - List the total amount of all other revenues generated during the period.

EXPENDITURES

Personnel - Personnel costs are those costs incurred as a result of direct employment of staff by the applicant. List each position by job title and employee name (if known), reflecting the full-time hourly salary for that position, the number of hours per month the position will devote to the project and the number of months the position will be filled.

Taxes and Benefits - List funds to be expended for taxes and fringe benefits, including insurance, FICA, workers' compensation, office-site parking, etc.

Indicate the nature of each fringe benefit.

Travel Expenses - Itemize anticipated or actual travel expenses by nature and category of expense. Travel expenses **should be** documented by a brief statement of the purpose for the expense, the names or number of persons involved, and the amount of expenses allocated to the following categories.

- Lodging
- Commercial Transportation
- Mileage Reimbursement
- Meals
- Miscellaneous Actual Expenses

"Per diem" expense arrangements are not allowable, unless such per diem is in lieu of meal and lodging expenses.

List in-state and out-of-state travel expenses separately.

Include a worksheet showing all travel expense computations (i.e., Project Director and Co-Chairs driving together to a two-day seminar conducted at Othertown, Minnesota - 3 X (Lodging @ \$100 + meals @ \$31) + 322 miles @ \$.48 = \$930.90.

Consulting Fees/Contracts - Include all projected contracts for individuals or services, listing each consultant, a description of the services provided, and the aggregate cost for such services. For individuals, show name, type of service provided, daily rate, and amount of time to be devoted to the project. For organizations, describe type of service, rate used to determine cost of contract, and total cost of contract. (NOTE: It is recommended that Consulting Contracts or other Contracts for Service with the same vendor which total more than \$2000.00 annually be subject to competitive bidding procedures.)

Professional Services - Attorney Fees, Audits and Bookkeeping - Describe nature of services rendered and cost, including hourly rate. "Retainer" arrangements are not permitted.

Secretarial Services - Describe the nature of services rendered and cost, including monthly or hourly rate.

Rent - Gross cost of office space rented or leased solely for the operation of the Area LMC.

Equipment - Indicate type and cost of individual equipment items to be purchased or leased by applicant.

Supplies - Include consumable office supplies, including stationary.

Postage - All postage costs.

Telephone - List costs.

Printing and Duplicating - Cost of purchased printing and duplication of brochures, newsletters, etc.

ALMC Meetings - List the number of projected meetings and the nature of the expenses to be incurred.

Conference Expenses - Cost of planning and conducting conferences, workshops or other specified program events.

Professional Development - Describe the types of training or other programs for the development of the skills and knowledge of the staff, executive boards and/or co-chairs.

Miscellaneous - List all costs not already included in another category. Where individual elements aggregate more than \$500 annually, describe in additional detail.

APPLICATION REVIEW PROCEDURES

All timely and complete applications will be reviewed on a competitive basis. Grants will be awarded by the Commissioner in such amounts and to such parties as deemed consistent with the overall purposes of the grant program. In evaluating applications and awarding grants, the following factors will be considered:

Appropriateness. The appropriateness of the proposal includes: Consistency of the proposal's purpose with the public policy objectives of the grant program; the extent and history of labor-management activity within the area/industry to be served by the proposed grant; other past or present cooperative labor-management activities within the designated area; the need for public funding of the endeavor; and the reasonableness of proposed expenditures in relationship to benefits to be derived.

Attainability of Goals. The attainability of the goals set forth in the proposal includes: Ability of the applicant **to articulate specific quantifiable and meaningful goals and activities**; evaluation of the applicant's ability and capacity to implement program activities necessary to achieve stated goals; prior success of the labor-management activities in the area; and the relationship of the proposed goals with the overall objectives of the grant program.

Support for the Proposal. Evidence of support for the proposal from multiple labor and management representatives within the area will be reviewed. Such evidence may be submitted in the form of letters of endorsement, resolutions of support adopted by ad hoc groups, or other form which permits consultation and verification with individual representatives by the Bureau. Established committees **must attach** a copy of the minutes of the meeting at which the proposal was approved and such minutes should reflect the names and organizations of all persons present for the meeting.

Financial Plans. The thoroughness of the two-year financial plan submitted as a part of the proposal, including an analysis of the overall reasonableness of revenue and expense projections; the detail and reasonableness of projected funding sources and amounts; and the detail and reasonableness of projected expenditures, will be considered. Established committees must attach copies of actual financial operating statements (which reflect annual revenue sources and amounts and expense categories and amounts) for each year of the two-year period preceeding the current year, as well as for the current year-to-date.

Work Plans. The thoroughness and specificity of detailed plans for achieving the major goals and objectives of the committee will be evaluated to determine the ability of the committee to identify key tasks and action steps necessary to the attainment of goals; the designation of appropriate time frames; and the relevance of work plans to objectives of the grant program.

Previous Grant History. If the applicant has been a recipient of previous grants from the Minnesota Area Labor-Management Grant Program consideration will be given to the demonstrated ability and record of the grantee in accomplishing their stated goals and objectives.

APPLICATION FOR FUNDING - FISCAL YEAR 2017

Office Use Only

FY 2017 _____

Appl. # _____

Date Received _____

State of Minnesota - Bureau of Mediation Services
AREA LABOR-MANAGEMENT COMMITTEE GRANT PROGRAM
1380 Energy Lane, Suite Two
St. Paul, Minnesota 55108
651/649-5423
FAX: 651/643-3013

Requested Grant Amount: _____

Applicant's Name: _____

Address: _____

City: _____ Zip: _____

Contact Person - Name: _____

Address (if different): _____

City: _____ Zip: _____

Telephone: () _____ - _____

Nature of Area Labor-Management Committee for which funds are requested:

_____ New

_____ Existing

Date Area Labor-Management Committee was first established (or is targeted to begin operations): _____

THE APPLICANT AREA LABOR-MANAGEMENT COMMITTEE AND THE UNDERSIGNED CERTIFY that the information in this application and its attachments is true, complete and correct to the best of their knowledge and belief, that the application has been duly authorized by the governing body of the applicant, and that the applicant will comply with all assurances provided in conjunction with this request if this application is approved in whole or in part.

AUTHORIZED SIGNATURES:

X _____

X _____

Print or type name & title

Print or type name & title

Date signed

Date signed.

Describe the geographic area and/or statewide employment sector which the Area/Industry LMC currently serves or intends to serve:

Attach a current copy of the by-laws or other written governance procedures for the applicant and a brief description of the applicant's operating procedures.

Will this Committee become involved in any direct way in contract disputes, labor negotiations, or grievance procedures?

☐ Yes

☐ No

If "yes", describe:

Describe the general nature and image of labor-management relations in the area or industry.

Describe the major labor-management problem or issues which exist within the jurisdiction of the application, including the full range of impacts that these problems or issues are having upon the area or industry. (Weight is given to problem descriptions which are articulate, specific, measurable and of a nature where the activities of the Committee are likely to have an effect.) (Attach additional sheets if necessary.)

GOALS AND OBJECTIVES

List specific, measurable, and quantifiable goals which the Committee hopes to achieve during this 12-month grant period (attach additional pages if necessary):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

WORK PLAN

For each objective identified, attach a detailed work plan which includes the following:

1. Statement of the objective in measurable terms.
2. A narrative description of how the Committee plans to achieve that objective.
3. A breakdown of the key tasks or action steps the committee will use to achieve that objective.
4. The date upon which key task or action step should be completed if the committee is to achieve its objective.
5. A statement which describes the process/procedure the Committee will use to determine whether or not the objective has been achieved.

FINANCIAL PLAN – FISCAL YEAR 2017

The information in this section must reflect all funding and revenue sources and all anticipated expenditures.

"YEAR 1" refers to the fiscal year in which state grant funds were most recently received or are first being requested, "YEAR 2" refers to the next following fiscal year. If the applicant has received previous grant under this fund on an attached sheet please send a copy of the final annual financial report for up to the three previous years.

Total expenditures and liabilities of the applicant
for purposes substantially similar to the goals
and purposes set forth in this application
for all years prior to YEAR 1: \$ _____

Total actual or projected cash assets
on hand at the start of State grant
period (YEAR 1): (7/1/2016) \$ _____

Two-Year Financial Plan and Projections	Year 1 (FY2017)	Year 2 (FY2018)	Total
<u>Revenue</u>			
Federal Grants/Funds	\$ _____	\$ _____	\$ _____
State Grants/Funds	\$ _____	\$ _____	\$ _____
Membership Fees	\$ _____	\$ _____	\$ _____
Conference Fees	\$ _____	\$ _____	\$ _____
Private Sector Contributions	\$ _____	\$ _____	\$ _____
Other Sources			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Annual Revenue	\$ _____	\$ _____	\$ _____

Expenditures

Salaries*:

Position _____ \$ _____ \$ _____ \$ _____

Hours per month - _____

Hourly rate - _____

Number months - _____

Position _____ \$ _____ \$ _____ \$ _____

Hours per month - _____

Hourly rate - _____

Number months - _____

Position _____ \$ _____ \$ _____ \$ _____

Hours per month - _____

Hourly rate - _____

Number months - _____

Benefits \$ _____ \$ _____ \$ _____

Describe Benefits

(_____)

Travel Expenses**			
Lodging	\$ _____	\$ _____	\$ _____
Air Fares	\$ _____	\$ _____	\$ _____
Auto	\$ _____	\$ _____	\$ _____
Meals & Misc.	\$ _____	\$ _____	\$ _____
Consulting Fees- Contracts***	\$ _____	\$ _____	\$ _____
Professional Services (Atty. Fees, Audits & Bookkeeping)	\$ _____	\$ _____	\$ _____
Secretarial	\$ _____	\$ _____	\$ _____
Rent	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Telephone & Postage	\$ _____	\$ _____	\$ _____
Printing/Duplicating	\$ _____	\$ _____	\$ _____
ALM Committee Meeting Expenses**	\$ _____	\$ _____	\$ _____
Conference Expenses**	\$ _____	\$ _____	\$ _____
Professional Development	\$ _____	\$ _____	\$ _____
Miscellaneous****	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____
Expenditures	\$ _____	\$ _____	\$ _____
Net Gain (loss) For Year	\$ _____	\$ _____	\$ _____

 * List data only for actual employees of the area LMC.

** Attach worksheet which reflects how calculations were made.

*** Attach worksheet which shows each individual contract.

(See program manual for instructions.)

**** Attach worksheet which explains expenses greater than \$500.

ESTABLISHED AREA LMC'S MUST ATTACH COPIES OF ACTUAL FINANCIAL OPERATING STATEMENTS FOR THE CURRENT YEAR, AS WELL AS FOR UP TO THE PRIOR THREE YEARS OF OPERATIONS.

EXISTING AREA/INDUSTRY LABOR-MANAGEMENT COMMITTEES ONLY

When was this Area/Industry LMC founded? _____ , _____
month year

In total, how much has the LMC expended for program and related expenses since the Committee was founded?

\$ _____

In total, how much State money has the Committee received since it was founded?

\$ _____

In total, how much Federal money has the Committee received since it was founded?

\$ _____

What efforts has the committee made towards obtaining funds other than state or federal money?

Identify at least three major work site labor-management committees or other cooperative endeavors which have been successfully initiated as a result of the applicant's activities since the Area LMC was founded, including a brief description of the role played by the applicant.

EXISTING AREA/INDUSTRY LABOR-MANAGEMENT COMMITTEES ONLY

Identify and describe the two most significant other activities and successes the applicant would point to in justifying the need for continued State funding. (Do not cite educational seminars or conferences.) Describe the applicant's role in these two matters.

What prior objectives of the applicant have not been completely satisfied as yet? Why?

Identify and describe new activities or projects scheduled to be implemented during the new grant year:

GRANT COMPLIANCE REQUIREMENTS

USING THE GRANT IDENTIFICATION NUMBER

At the top of the Grant Contract you will find a four-digit identification number. Please remember to use and include this number of all correspondence, reports, and payment requests.

DISBURSEMENT OF FUNDS

Initial Payments. No payments will be issued until the grant application and required work plans have received final approval by the Commissioner and a written Grant Contract has been executed and approved.

Subsequent Payments. Subsequent grant payments will be made on a quarterly basis based upon submission of a Payment Request Form and other required reports.

COMPLETING THE LEGAL DOCUMENTS

Once a grant has been approved and awarded, it is necessary to execute the following legal documents in order to receive funds under the Area Labor-Management Committee Grant Program:

1. Grant Contract - A formal agreement between the State and the grant recipient setting forth the amount of the grant award, the time period allowed for grant project objectives, the conditions of the award and terms of payments under the award. The conditions of the award are broken down into essentially two sections: a) conditions required of all grant recipients; and b) conditions which may be specific to an individual grant.

(Remember that your application as approved by the Commissioner is incorporated by reference into the Grant Contract. **Any changes to the approved application must be approved in advance by the Commissioner.**)

Have the contract signed by authorized representatives and return it to the BMS for final processing and approvals.

2. Resolution Authorizing Execution of Agreement - The Grant Contract must be accompanied by a resolution which certifies that the governing body of the grant recipient has formally accepted the grant and agrees to be bound by its provisions. (See sample on Page 22.)

QUARTERLY REPORTS

Each grant recipient **must file** detailed financial and activity reports on a quarterly basis in accordance with the following time schedule:

<u>Period Covered</u>	<u>Date Due</u>
7/1 - 9/30	10/20
10/1 - 12/31	1/20
1/1 - 3/31	4/20
4/1 - 6/31	7/20

A failure to file timely reports will cause a suspension of the grant and may cause reductions in the amount of or termination of the grant.

BUDGET ADJUSTMENTS

Grant recipients must consult in writing with BMS before making budget adjustments which:

1. Result in changes in the scope or objectives of the program set forth in the approved application;
2. Result in more grant monies available than are necessary to meet the needs of the program;
3. Result in a change in the percent of state funds available to the grantee which would be inconsistent with the provisions of this manual or Minn. Stat. § 179.85; or
4. Amount to 10% or more of the total grant awarded.

GENERAL COST CONSIDERATIONS

The following considerations apply to the expenditure of all grant funds and should be considered when preparing grant requests as well as in other operations of Area LMC's:

1. Each cost item must be related to and contribute to the goals of the program.
2. The cost of items must be reasonable and prudent.
3. Whenever significant deviations appear likely between projected and actual costs or revenues, the applicant should actively consult with the BMS before incurring the expense.

4. The following types of costs are not allowable:
- a) Bad debts or other claims related to actual or estimated losses from uncollectible accounts, including legal costs.
 - b) Bonuses, commissions or other payments to staff for services and performance related to the grant other than as a part of the direct compensation plan of an employee of the Area/Industry LMC.
 - c) Food or alcohol provided in conjunction with a conference or seminar being conducted by the applicant, except non-alcoholic beverages served at mid-morning and mid-afternoon breaks. Meal expenses in conjunction with a conference must be covered by conference registration fees and proceeds.
 - d) Contingency funds or any other provision for unforeseen or unanticipated events.
 - e) Donations and contributions (by the grantee to others.)
 - f) Entertainment expenses, including hospitality rooms, dinners, business lunches, social activities, etc.
 - g) Fines and penalties.
 - h) Fund-raising expenses except to the extent such activity is truly incidental to the course of regular operation.
 - i) Honoraria, except for speakers' fees as set forth in a bona fide contract for services.
 - j) Lobbying or political activity, except testifying or communicating with legislators regarding public policy considerations of labor-management cooperation.
 - k) Costs or commissions related to procurement of the grant, except those costs which are incidental to the operations of an applicant.
 - l) Foreign travel.

ACCOUNTING SYSTEM

Each grant recipient must establish and maintain a system of financial management of the grant which is in compliance with accepted accounting practices. Such system must provide accurate, current and complete information on the financial status of each grant-supported activity and must include the generation of periodic reports indicating the allocation of funds by activity, the amount expended, and the amount obligated. Each dollar of Area Labor-Management Committee Grant Program monies must be traceable through the accounting system.

All accounting documents must be supported by source documentation such as payroll records, invoices, and purchase vouchers. All employees paid in whole or in part from grant funds must prepare time sheets reflecting the number of hours worked on grant activities during the pay period and the payroll must be based on these time sheets. Any purchase of services agreement entered into by the committee must specify the amount and nature of services to be provided in a manner which facilitates determination of an hourly or per-unit rate for such services.

AUDITS

Financial Audits. All grant recipients must arrange for and undergo a financial audit at least once **every two years**. Such audits must be performed by qualified individuals who are independent of those persons who authorize, manage, and carry out the expenditure of funds to ensure unbiased opinions, conclusions or judgments. Grant recipients are responsible for arranging these independent audits and for the costs thereof. The purpose of the audit must be to report on:

1. Whether the financial operations have been conducted properly.
2. Whether financial and other reports submitted as a part of this program have been presented fairly and accurately.
3. Whether the grantee has complied with applicable laws, regulations, and policies.

Normal accepted auditing methods and standards must be applied in the performance of this audit. Should an auditor become aware of irregularities in financial performance, the auditor must promptly notify the Commissioner of Mediation Services of such irregularities and, if appropriate, higher grantee management officials than the level at which irregularities appear.

Audit Reports. A written audit report shall be prepared and should include:

1. A statement of the standards used in the performance of the audit;

2. Financial statements and audit comments on such statements for the period;
3. Audit comments regarding compliance and internal control; and
4. Comments regarding the accuracy and completeness of financial and program reports filed by the grantee.

Two copies of the written audit report must be provided to the Commissioner and a copy should be made available to each member of the area/industry board.

TERMINATION OF GRANTS

General. Grants may be suspended, terminated, or withdrawn in whole or in part by the Commissioner if funds provided there under are used in a manner inconsistent with these policies; if it appears that funds are being used in a manner inconsistent with the stated goals and purpose of the grant application or approved amendments thereto; or if the grantee fails to meet the matching requirements of the grant program. Grants may also be withdrawn if it appears that the applicant is unable or unwilling to fulfill responsibilities set forth in the application.

Notice. In the event the Commissioner believes that there is reason to suspend, terminate or withdraw a grant, the Commissioner shall provide written notice to the grant recipient stating the nature of the contemplated action, the anticipated effective date, and the reasons therefore. The grant recipient may submit a written response to such notice within five working days of receipt of the notice from the Commissioner. After investigating the situation, including any information provided by the committee in a response to the Commissioner's notice, the Commissioner shall determine final action with regard to suspension, termination or withdrawal of the grant. The Commissioner shall provide written notice of the final determination to all interested parties.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT
Minnesota Area Labor-Management
Grant Program

BE IT RESOLVED that _____
(name of grant recipient)

execute a Grant Contract with the State of Minnesota pursuant to recipient's application under the Area Labor-Management Committee Grant Program; and

BE IT FURTHER RESOLVED that the above named recipient agrees to and will be bound by the terms of such Grant Contract and the approved provisions of its grant application.

I, (we) certify that the above resolution was adopted by the governing body of

_____ on _____.
(name of grant recipient) (date)

Signature

Typed Name and Title

Date

PAYMENT REQUEST
Minnesota Area Labor-Management
Grant Program

Grant # _____

Name of Grant Recipient: _____

Address to which payment
is to be mailed: _____

Amount of Original Grant Award \$ _____

Date last Grant payment received: _____

Amount of last payment: \$ _____

Total Amount of payments received to-date: \$ _____

Balance of Grant Available \$ _____

Cash Balance as of Date of this Request \$ _____

Payment Request for this Period

Period covered by this request: _____ to _____

Anticipated expenses (attach work sheet or detailed explanation
if anticipated expenses vary from original Financial and Work Plans):

Request for Operating Costs \$ _____

CERTIFICATION & SIGNATURES: I certify that this report and request is accurate in all respects and
that the funds being requested will be used in a manner consistent with the terms of the Grant Contract.

X _____

(Typed Name and Title)

_____ **This request approved as submitted**

_____ **This requested modified and
approved in the amount of: \$ _____**

_____ **This request denied (See attached letter)**

By: _____

Date: _____

QUARTERLY ACTIVITY REPORT
Minnesota Area Labor-Management
Grant Program

Grant #: _____

Period covered by
this report: _____

Name of Grant Recipient: _____

1. Attach a narrative report which summarizes all activity which the Area LMC engaged in during this reporting period. Attach a copy of the minutes of all official meetings held during this period and any other supporting material which helps describe the nature and extent of Committee activity. (Quarterly reports provide a basis for evaluating compliance with the Grant Contract. **A failure to submit thorough reports may jeopardize continued funding under the grant.**)
2. For each Goal set forth in the grant contract, attach a narrative statement of activity directed toward the achievement of that goal; a discussion of the progress made in reaching the goal; and a full discussion of problems encountered in fulfilling the objectives of that goal.
3. Attach a detailed financial operating statement on the form attached, covering the period being reported. Such report should reflect all activity of the grantee during this period in sufficient detail so as to permit comparison with the Financial Plan submitted as a part of the grant application.
4. During the period of this report, has the Grantee complied with the financial requirements and general accounting and audit standards set by the Bureau of Mediation Services in conjunction with this grant?

() Yes () No

If "no", provide detailed description of variances and steps taken to bring Committee into compliance.
5. Describe activities to be undertaken or continued during the next 90-day period. Include discussion of any anticipated changes in current activities and report any anticipated departures from program goals or activities set forth in the original grant application and contract.
6. Provide a projected operational budget for the next 90-day period.
7. Comment upon any other factors which are relevant to an evaluation of the grantee's performance under the grant or which may affect future performance and compliance with the Grant Contract.

**BUREAU OF MEDIATION SERVICES
LABOR-MANAGEMENT GRANT PROGRAM
QUARTERLY FINANCIAL REPORT FOR**

_____ **AREA LABOR-MANAGEMENT COMMITTEE**

FOR THE PERIOD _____ **TO** _____

CASH BALANCE ON HAND AT END OF PRECEDING QUARTER \$ _____

INCOME:

Grant Funds Received This Quarter: \$ _____

Grant Funds Received Grant Year-to-Date: \$ _____

Other Income Received This Quarter: _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other Income Received Grant Year-to-Date: \$ _____

TOTAL INCOME THIS QUARTER \$ _____

TOTAL INCOME GRANT YEAR-TO-DATE \$ _____

EXPENSES:

Salary \$ _____

Benefits \$ _____

Travel \$ _____

Office Rent \$ _____

Professional Services (+ secretarial) \$ _____

Consultant Services \$ _____

Printing \$ _____

Phone/Postage \$ _____

Conference Expenses \$ _____

ALMC Meetings \$ _____

Professional Development \$ _____

Supplies/Equipment \$ _____

Miscellaneous (describe) \$ _____

TOTAL EXPENSES THIS QUARTER \$ _____

TOTAL EXPENSES GRANT YEAR-TO-DATE \$ _____

CASH BALANCE AS OF LAST DAY OF QUARTER \$ _____

LMC GRANT PROGRAM DISBURSEMENT CATEGORIES

Salary. Salary for professional staff not including secretarial.

Benefits. Insurance, FICA, worker's compensation and other items provided specifically as benefits including office site parking.

Travel. Meals, mileage, housing, related auto expenses, and associated parking fees.

Office Rent.

Professional and Secretarial Services. Audits, accounting and attorney services.

Consultant Services. Provided to the council, director or specific programs.

Printing. Including copying and fax costs.

Phone/Postage.

Conference Expenses. Expenses incurred in planning and conducting a conference or other specific program event.

ALMC Meetings. Expenses incurred as a result of Board and/or Council meetings.

Professional Development. Including conference expenses for staff and/or co-chairs.

Supplies/Equipment.

Miscellaneous. Service charges, state reporting fees, incorporation fees, other taxes related to the operation of the Council, and other items not fitting in the above categories (please list individual categories).